



# Urban Internship Program



## Guide to Writing a Resume

A well-written and carefully constructed resume can set you apart from all the others when applying for a job. Keep in mind that the best resumes are not necessarily the ones that have the most words or are crafted to look like a piece of art, but the ones that are simple, easy to read, and succinctly present your skills and strengths in the best light. The best resumes do more than just summarize your education and work history; they highlight the **results of your efforts** and show you to be a strong match with the job role's requirements. Follow the steps below to write a stellar resume!

### **The 6 Steps of Resume Development:**

1. **Know the Job Description** – Make sure you understand what the employer is looking for. If the employer asks for someone who is a unique thinker, quick learner, analytical, and detail-oriented, then make sure to use those same words in your resume.
2. **Make a List of Accomplishments** – Create a list of all of the things you've accomplished in the past, whether through previous jobs, classes, projects, individual hobbies, volunteer activities, or from travel. Focus on the outcomes of those efforts.
3. **Show Your Relevant Skills** – Customize your experiences and skills (but don't lie!) so that they match with what the job posting asks for. Pick the most relevant accomplishments from your list in Step 2 and include them in your resume.
4. **Make it Descriptive** – Write short phrases that use positive action words to describe what you've done. Where relevant, try to make the outcomes numbers-based to give them greater meaning and make them more tangible.
5. **Keep it Simple** – While you want your resume to be descriptive, make sure you don't go overboard with the descriptions. Just keep it direct, simple, and to the point.
6. **Review and Revise** – Make sure to go over your resume and edit it. Read through it for spelling and grammar errors and ask several people who are good with words to give feedback. Then revise where you feel necessary. A resume that is polished and free of silly mistakes will add another skill to your value – an effective communicator!

### **Formatting Your Resume**

1. Have your name stand out in bold letters and larger font (no higher than 18 point font) at the top of your resume.
2. Place your address, phone number, and email address under your name.
3. Write out the name of your institution(s), degree(s), major(s), and date(s) of graduation in chronological order (e.g. **B.A. Mass Communications - University of the Punjab**, Sept 2007 – June 2011).



# Urban Internship Program



4. List your work/internship/volunteer experiences next, beginning with the most recent ones. Write out the name of the company/organization in bold letters, your title there, and dates of service (e.g. **The Urban Unit - Research Associate**, Jan 2010 – Present).
5. Write out 3-4 bullet point descriptions of your duties under each experience. Highlight your accomplishments and the positive impacts you made to your role at the company.
6. Next write out any awards or honors received, or recognitions at a local, national, or international level.
7. At the bottom of your resume (keep it to 1 page only), you can include other relevant skills or talents that would be useful for the employer to know about – languages you are fluent in, technical skills (MS Office, HTML coding, Java Script, Adobe Photoshop), hobbies (painting, photography, blogging, snowboarding).

## The Resume Checklist:

- ✓ Are your name, address, city, phone number, and email address at the top of the page?
- ✓ Is your resume pleasing to the eye with an easy to read font, proper spacing, and good layout?
- ✓ Did you make the best use of space?
- ✓ Did you use short but detailed descriptions relevant to the job posting?
- ✓ Is your resume tailored to match the job description according to what the employer wants?
- ✓ Does your resume avoid general statements and give specific information about actions taken and results achieved?
- ✓ Do most phrases begin with words such as “developed”, “initiated”, “increased”, etc?
- ✓ Is your resume accurate and truthful?
- ✓ Did you check the spelling and grammar of the words to make sure they are correct?
- ✓ Did you keep your resume to 1 page?